

**Early Childhood Development and Health Board Nominees  
Meeting**

Tuesday, March 27, 2007 9:00 a.m. – 5:30 p.m.  
9535 East Doubletree Ranch Road  
Arizona Medical Board – Board Room  
Scottsdale, Arizona 85258

**Minutes**

Paul Luna

**Members/Nominees Present:**

Nadine Mathis Basha, Chair  
Rhian Evans Allvin  
Jack Jewitt  
Gary Pasquinelli  
Cecil Patterson  
Pamela Powell  
Gene Thompson  
Anthony Rogers, Director, Arizona Health  
Cost Containment System (AHCCCS)  
Tracy Wareing, Director, Arizona  
Department of Economic Security  
Susan Gerard, Director, Arizona Department  
of Health Services (present 1:45 p.m. – end)  
Karen Woodhouse, Deputy Associate  
Superintendent of Public Instruction,  
Early Childhood Education

**Staff Present:**

Early Childhood Development and Health Board  
(ECDHB)  
Elliot Hibbs, Executive Director, ECDHB  
Donna Linkous ECDHB

Irene Jacobs, Executive Director, Governor's  
Office for Children, Youth and Families  
State School Readiness Board (SRB)  
Karen Ortiz, Director  
Sandy Foreman  
Jennifer Johnson  
Donna Migliore  
Alicia Smith  
Judy Walruff

**Members/Nominees Absent:**

Vivian Juan-Saunders

**Presentations by:**

Georgiana Myers, Department of Revenue  
Angela Dillard, Governor's Accounting Office  
Julia Smock, Office of the Attorney General  
Linda Cannon, Linda Cannon & Associates

**Guests Present:**

Brian Spicker, Valley of the Sun United Way; Eric Santiago, Valley of the Sun United Way; Karyn Parker, Valley of the Sun United Way; Jennifer Pollock, Office of the Attorney General; LaVonne Douville, United Way of Tucson and Southern Arizona; Mary Lamm, Child and Family Resources; Bruce Liggett, Arizona Child Care Association; DeAnn Davies, Phoenix Children's Hospital, Interagency Coordinating Council; Janita Gordon, Arizona Early Education Funds

**I. Call to Order, Nadine Basha, Chair**

The Early Childhood Development and Health Board meeting was called to order at 9:09 a.m.

**II. Discussion, Consideration and Approval of Minutes of February 26<sup>th</sup> and 27<sup>th</sup> 2007**

Minutes reviewed, motion made to accept minutes by Jack Jewett. Motion passed.

**III. Presentation and Discussion of Revenue**

Elliott Hibbs reported revenues in the amount of \$23,458,000 in the First Things First – ECDHB Initiative account as of Friday, March 23, 2007.

Mr. Hibbs introduced Georgiana Myer of the Department of Revenue. Ms. Myer presented the Board with data and forecasts of tobacco tax collections and addressed current issues relevant to forecasting revenues that may impact the accuracy of the prediction (Attachment 1). Ms. Myers projects a total revenue of \$55,101,618 for State Fiscal Year (SFY) 2007, and \$153,000,000 - \$172,000,000 in revenues for SFY 2008.

Mr. Hibbs provided a chart depicting the ECDHB Fund accounts and the system of distribution to these accounts (Attachment 2). Mr. Hibbs noted that according to the initiative language 100% of the collected tax would be placed in the administrative account until June 30, 2007. Beginning July 1, 2007, 10% of the taxes collected will be placed in the administrative account. The initiative stipulates that the Board may transfer funds from the administrative account to the program account, but may not transfer funds from the program account to the administrative account.

**IV. ECDH Board Work Groups, Updates and Discussion**

Chair Basha discussed the creation of Board committees or work groups which will develop expertise in each of the six priorities of the initiative, with an additional three committees to address public relations, evaluation and tribal relationships. Each Board member has accepted an area to spearhead, with the support of the School Readiness Board staff (Attachment 3). Ms. Basha referred members to a work group list included in the Board packet (Attachment 4).

Mr. Hibbs recognized the work that has been accomplished by the School Readiness Board and staff. Mr. Hibbs and Karen Ortiz, Director of the School Readiness Board, will be meeting later this week. Several Board members requested that discussions begin as to budgeting and staffing be made available for the work groups, as additional expertise and recourses may be required.

Health Work Group: Gary Pasquinelli provided an overview of the work to date of the Healthy Child Collaborative Committee of the School Readiness Board and reviewed the current priorities and work funded through the Early Childhood Comprehensive Systems Grant (Attachment 5). Mr. Pasquinelli reported that this work provides a foundation for moving forward to address the health mandates of the initiative and he recommended that each work group review the SRB Action Plan and priorities and consider the elements of this plan as the work of the committee is developed.

Mr. Pasquinelli asked the Chair for clarification on selection of committee members for each of the workgroups. Chair Basha indicated that the selection process would give consideration to expertise, contributions to the work of the SRB and geographic diversity. Chair Basha stated that she would consult with staff and place the committee membership process and memberships on the next Board agenda.

**Professional Development Work Group:** Rhian Evans Alvin reported that she met with Alicia Smith of the School Readiness Board to discuss the composition of this work group, as well as define short and long term goals and areas of focus. These areas fall into three categories: *Formal*, community college and university coursework and degree accomplishment; *Informal*, trainings, and *Industry*, providing incentives for the industry and workforce to engage in and support professional development.

The philosophical goal of this group's work will be to changing outcomes in the early childhood profession. Priority will be placed on changing the culture and focus on early childhood education through public information and education.

**Coordination/Collaboration, Communication/Public Relations Work Group:** During their first meeting Jack Jewett, Paul Luna and Karen Ortiz agree on the need to focus professional attention on local interests and needs before considering a statewide umbrella campaign. Ms. Ortiz is researching the

branding and copyrighting of "First Things First" and will provide information as it is available. A Public Information Officer for the board will be important in achieving shaping the communications strategy for this Board.

**Quality Work Group:** Nadine Basha reported that the School Readiness Board's Child Care Licensing Task Force, led by Sandy Foreman, has been meeting since December 2006 to review and make recommendations for improvements to the State Child Care Licensing Standards. The final meeting was held in March and recommendations will be presented to the SRB meeting in April, and then forwarded to the Arizona Department of Health Services (DHS). The DHS Office of Child Care Licensure plans to open the rulemaking docket for these regulations in April. Licensing regulations provide the foundation for any quality rating and improvement system.

Chair Basha expressed her belief that the Board must understand the elements of quality and build capacity to provide leadership to create a system to recognize and support quality improvements. This system must also focus on building capacity through the Regional Partnership Councils. Pam Powell added that a high quality system must focus on ongoing support and continuous improvement. Ms. Basha will work with Sandy Foreman to coordinate the work of the Quality Work Group.

Chair Basha asked LaVonne Douville, of the United Way of Tucson and Southern Arizona, to describe their quality rating and improvement pilot program. Ms. Douville described their First Focus on Quality Project, which included use of a locally designed Quality Rating Tool, and the provision of technical assistance and financial incentives to 46 early childhood programs in Tucson during the past year. Ms. Douville will make reports detailing the lessons learned from the Tucson Project available to the Board. She noted that key components to success are professional development, incentives, and in-depth, continuous technical assistance and consultation, all with the intention of building the capacity of the community, practitioners and professionals.

Irene Jacobs asked about plans for communicating and educating parents about program quality, noting that constituents have requested a system that easily informs them of program quality. Chair Basha responded that the Board would take this need into consideration. As the work progresses there will be several models relative to quality that will be presented to the Board for full consideration.

#### **V. Open Meetings Law Requirements Presentation**

Julia Smock, Office of the Attorney General, provided a detailed presentation on the requirements of the Open Meeting Law. (Attachments 6-9) Ms. Smock noted that there is a Board and Commission Training on May 4<sup>th</sup>. For further information, she offered her contact information as [Julia.smock@az.ag.gov](mailto:Julia.smock@az.ag.gov), 623-742-0081.

11:30 Board Chair Basha recessed the meeting. Meeting to resume in 20 minutes.

11:50 Board meeting reconvened by Chair Nadine Basha.

#### **VI. Investment of ECDH Funds, Elliott Hibbs**

Mr. Hibbs presented the Board with a resolution authorizing the state treasurer to invest funds on behalf of the Board. Jack moved that this authorization be granted. Motion passed.

#### **VII. Administrative Update, Elliott Hibbs**

##### Interim Director Pay

Jack Jewett reported on the results of his committee's research on pay grades for the Interim Executive Director. Rhian Evans moved that the Interim Executive Director be paid \$138,652.00 per year plus two weeks paid vacation leave. The motion passed.

##### Travel Reimbursement

Angela Dillard, Governor's Accounting Office, reviewed procedures and forms for travel reimbursement from the State. (Attachment 10) Board members were urged to contact Donna Linkous with any questions about submitting their forms for previous and future travel.

##### Funds Management & Controls

Elliott Hibbs reported that this Board will be using the Central Services Bureau in the Government Administration Office (GAO) to provide internal controls and funds management.

#### Procurement Code & Merit System Applicability

Mr. Hibbs reported that Board must comply with the State Procurement Code and regulations. He is still researching the question of whether employees of the Board will be covered by the State Merit System.

#### Staffing Outlook

Mr. Hibbs noted that he anticipates the need for a 30-40 member staff, as well as two additional staff located within each region. He is in the process of developing an organizational chart, which may include a legal counsel, public information officer, early childhood program administrator and an operations administrative officer. The latter would supervise managers responsible for policy, research and evaluation, regional councils, grants, financial and program monitoring and internal operations.

#### Office Space

Mr. Hibbs is searching for office space outside of the capitol complex, as there is no available space large enough to house the staff needed for the ECDH Board and staff.

#### Contact Information

Ms. Linkous will email her contact information to the Board, as she will assume responsibility for board member support beginning April 2, 2007.

### **VIII. Statewide Needs Assessment**

Rhian Evans Allvin presented a project overview of the initiative language requiring a comprehensive, statewide assessment presented to the Governor and the Legislature by December 15, 2007, and biannually thereafter. Ms. Evans Allvin shared a preliminary scope of work, timeline and deliverables, and the qualifications required to complete the assessment (Attachments 11-12). Gene Thompson added his recommendation that staff hired by the Board have strong research and evaluation expertise. Board members discussed aspects of the plan, noting that regional partnerships will need an assessment framework to produce their regional needs and assets assessments. Ms. Evans Allvin, Mr. Thompson, and Mr. Hibbs will continue to consult with the North Carolina Smart Start National Technical Assistance Center as they begin to act on the scope of work. Recommendations will be made at the April meeting on indicators.

### **IX. Regional Council Establishment Process**

Linda Cannon is developing recommendations and procedures for designating the Regional Councils as required in the Initiative. She provided a scope of work for the Board's review (Attachment 13). The Board gave direction to Linda Cannon to also establish a process that will be used to define the regional boundaries. Process plan to be completed by May.

### **X. Statewide Grant making**

Nadine Basha expressed the need for a framework to guide statewide grantmaking. This philosophy must define the difference between the intention of the initiative to build capacity for an early childhood system and creating stand-alone programs. Such a framework will guide the Board's decisions about statewide program funding during this first year and thereafter.

Chair Basha stressed the importance of meeting with the AEEF Regional Partnerships and with Tribal Governments to gain information about needs and priorities that can guide decisions about statewide grantmaking.

### **XI. School Readiness Board Transition Update**

Pam Powell, ECDH Board Liaison to the SRB, reported on a conference call held Friday, March 23<sup>rd</sup> with the transition subcommittee of the SRB. Steve Lynn, Chair of the SRB Transition Committee, expressed appreciation to SRB Board members and to Karen Ortiz and her staff for the accomplishments of the past four years. Discussion centered on the importance of building upon the foundation established by the SRB and subcommittees and for the ECDH Board to utilize the expertise of the over 100 people who contributed their time, effort and funding to establish a vibrant early childhood system for Arizona.

Gary Pasquinelli made the motion to convene a joint meeting of the SRB and the ECDH Board on April 24<sup>th</sup>. Motion passed.

### **XII. North Carolina Smart Start Conference**

Karen Ortiz provided information to Board members regarding the Smart Start Conference, to be held in Greensboro on May 8th-11th, 2007 (Attachment 14). Board members are invited to attend the conference.

**XIII. Future Board Meetings and Community Outreach**

The next meeting of the Board is scheduled for April 24<sup>th</sup> and 25<sup>th</sup>.

**XIV. Governance Presentation**

This presentation was tabled.

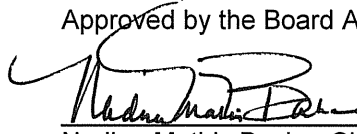
**XV. Call to Public**

Bruce Liggett, Arizona Child Care Association addressed the Board.

**XVI. Adjournment**

Motion to adjourn the meeting by Pam Powell. Motion passed and the meeting adjourned at 3:50 p.m.

Approved by the Board April 24, 2007:

  
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Nadine Mathis Basha, Chairman**Attachments**

1. ECDH Initiative Revenue Forecast
2. Accounting organization chart
3. Workgroup/Committee Scope and framework
4. List of workgroups/committees
5. Health committee report
6. Open Meeting Law Requirements
7. Open Meeting Law Requirements
8. Open Meeting Law Requirements
9. Open Meeting Law Requirements
10. Authorization for State Treasurer to Invest Funds
11. Travel reimbursement forms
12. State wide assessment background paper
13. Statewide assessment matrix of scope
14. Linda Cannon- Regional Partnerships
15. Smart Start Conference Information
16. Agenda, March 27, 2007
17. Minutes February 26-27, 2007
18. Call to public form
19. Guest Sign-In